



Full Street Closure Pilot

Denver Outdoor Places Program

11/16/2022

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Background

This document identifies the process for the application, review, and approval of a full street closure through the Denver Outdoor Places Program, but not exclusive to outdoor dining.

If the applicant navigates the process and is granted a pilot permit, the applicant can renew the annual permit four times for a maximum duration of five years. At the end of five years, or sooner if the applicant or city wishes, the city will assess the aggregate data and any new information to decide if the street closure will become permanent moving forward.

The below phases outline the process for consideration of a pilot street closure permit.

Phase 1: Concept Review

A. Letter of interest

Applicant submits letter of interest to Patio Navigator. Letter should establish block(s) that applicant wishes to be closed to vehicular traffic.

B. Pre-application meeting (optional)

C. Concept Submittal and Review

Applicants are required to clear the concept review phase prior to entering Phase 2-A and 2-B. This phase is intended to provide applicants feedback on high level design proposed for the street before detailed design work and furnishing selections begin.

1. Concept submittal

- Narrative of general objectives and approach
 - Placemaking and design concept
 - Mobility plan
 - Benefits to the community and city
 - Emergency access plan
 - Private vs. public space
 - Identification of significant elements or structures
 - Equity considerations
- Supporting concept-level documents (examples: plan-view, cross-sections, elevations, 3d modeling, renderings, precedent photos, etc.).
- Does the street closure relate to existing neighborhood plans that have been adopted by the City, and if it's a new idea, the level of outreach thus far discussing the proposed closure with the community.

2. Concept meeting

Meet with interagency city staff group to discuss concept plans in detail. Separate or a series of meetings may be required to ensure the city and applicant has confidence to move forward with detailed design.

3. Mobility Study Scoping Meeting

Meet separately with DOTI to scope the required Phase 2-B: Mobility Study. The primary purpose is to discuss key elements that must be included in the required Mobility study, which will vary based on location, traffic patterns, and other factors.

4. Written comments from City on concept submittal

This process results in approval of the concept or determination that concept resubmittal is required. Approval of Phase 1 is required to continue the process.

Phase 2-A: Mobility Study

A mobility study will be required to assess the external impacts of the street closure through a data-driven process that will be evaluated by the City Traffic Engineer.

A. Draft Mobility Study scope document

Applicant must submit a written mobility study work scope for City review based on initial scoping conversations discussed in Phase 1. Many of these will revolve around impacts to:

1. Vehicles. Specific impacts on immediate and nearby intersection level of service, queuing and other similar factors that will need signal adjustments.
2. Transit. Impacts of the street closure on transit service routes and timing, if any.
3. Bicycles and pedestrians. Impacts of the street closure on bicycle and pedestrian circulation, if any.
4. Freight/deliveries. Impacts of the street closure on bicycle circulation, if any.

B. City review and comment

After the mobility study scope has been submitted, the City will review the scope document and provide a reconciled set of comments on any potential changes. A potential resubmittal and review may be necessary until the City approves the mobility scope and work can commence.

C. Mobility Study

The specific scope for each mobility study will vary, but in general, there are two steps to the mobility study and they need to be answered in order:

1. **Will the proposed street closure severely impact the transportation network around it?** If the City Traffic Engineer confirms the street closure will not severely impact travel in the area (whether previously studied in a City-adopted planning document or a recently completed mobility study), move to step 2.
2. **Does the street closure impact vehicle, freight, transit, pedestrian, and bicycle access/movement in the area?** And if so, identify reasonable mitigation measures to address material impacts of the system. This could include adjustments to traffic signal timing, temporary modifications to transit routes, rerouting of bicycle facilities or other similar measures.

D. Mobility Study mitigation delivery

Upon completion of Step 2 of the mobility study, the City will work with the applicant to identify the schedule and responsible party for any required mitigation measures.

Phase 2-B: Street Closure Review and Approval

This phase will focus on the design and review of the actual street closure area, such as the placement of elements, emergency access, safety measures, and other similar elements within the block or lane closure.

Phase 2-B can occur simultaneously with Phase 2-A if the City Traffic Engineer has confirmed that the proposed street closure will not adversely impact the transportation network around via a City-adopted planning document or a recently completed mobility study.

A. Design Submittal

Design Submittal

Narrative description and dimensioned plan-view, elevation, cross-section and other exhibits illustrating the detailed design for the street closure. Street level, bird's eye and other 3-dimensional illustrations of the proposed design from multiple vantage points should also be provided. The Design Submittal should include, but not be limited to, the following:

General

- Street and adjacent buildings and properties
- List of participating businesses
- Number of tables and seats for each restaurant
- Proposed hours of operation
- Approximate increase in square footage for each establishment

Urban design

- Design review submittal
- Seating areas and open space (public vs private)
- Structures (platforms, decking elements, etc.)
- Signage (wayfinding, branding, etc.)
- Planters and landscape elements
- Art elements
- Shade elements
- Lighting
- Barricades and other freestanding vertical elements (pergolas, umbrellas, planters)
- Specifications for purchased furnishings and fixtures
- Specifications for custom designed elements

Mobility

- Roadway striping (existing and proposed)
- Bicycle access
- Pedestrian access
- Accessibility plan for persons with disabilities
- Freight deliveries

Safety and emergency access

- Emergency access
- Heating elements
- Barricades (stationary and movable)
- Utility access

Management and Operations

- Utility access locations
- Drainage plan
- Snow storage/removal plan

Liquor service areas

- Existing food and alcohol service license information and premise
- Proposed alcohol/food service areas (mapped and dimensioned)
- Liquor control plan

B. Street Closure Removal Plan

In addition to the design, a plan for the removal of closure elements will also be submitted in the event the street closure will not continue. The plan must include the following elements:

1. Inventory of what items would need to be removed or re-established (roadway striping, signage, etc.)
2. Timing agreement upon revocation or permit period ending
3. Agreement to obtain construction/removal staging permit
4. Inspection of removal

C. Community Information Meeting

A community information meeting is required to provide an early opportunity to share information with the community related to the proposed changes in the area. The information shared with the community during this meeting includes but is not limited to the applicant's proposed development concept and opportunities for future community engagement related to the proposed changes on the subject site, as applicable.

The city will attend the meeting and provide relevant comments to adopted city plans and any traffic studies about the proposed street closure. The applicant shall record all public comment and questions, and submit a written report summarizing the community information meeting, and the applicant's response, if any, to community input. The report shall be submitted to the Patio Manager no later than 15 days after the community information meeting date and this information will be used to inform the completion of Phase 2-B: Street Closure Review and Approval process.

D. Amending Approved Site Plans

The process for amending an approved site plan includes speaking with the Patio Manager to determine the extent of the changes. The Patio Manager will provide guidance on the level of detail that is required to review and approve the amendment.

E. Design and Street Closure Removal Plan Review Process

The following outlines the general steps for the review and revision process to receive an annual street closure permit to construct and operate:

1. Design submittal meeting with City team
2. Written comments provided by City team
3. Resubmittal (if required)
4. Preliminary City approval
5. Public community information meeting
6. Resubmittal (if required)
7. Installation permit issuance
8. Installation
9. On-site inspections
10. Final approval and annual permit issued

F. Revocable Street Occupancy Permit

A Revocable Street Occupancy Permit will be issued to the applicant upon completion of the above steps. The permit will be good for 365 days and can be renewed annually if the applicant is in good standing with DOTI. The applicant can renew the annual permit four times for a maximum duration of five years as a pilot street closure in the Denver Outdoor Places Program. At the end of five years, or sooner if the applicant or city wishes, the city will assess the aggregate data and any new information to decide if the street closure will become permanent moving forward.

Phase 3: Monitoring and Reporting

This phase establishes minimum requirements for monitoring and reporting on the performance of the street closure. This will require an annual report submitted to the City that tracks the impacts and performance of the street closure for use in assessing the success or failure of the street closure.

A. Monitoring and reporting plan

As part of the pilot process, the City and applicant will commit to monitoring the street closure to assess performance to make any needed safety, accessibility, or design changes. Additionally, the data will be used to assess whether the street closure should become permanent at the end of the pilot.

Monitoring topics may include, but are not limited to, the below items. Monitoring and reporting specifics will be based on location and context of the site on an annual basis.

City-collected data

- 311 reports and general comments/complaints
- Inspection & compliance reports
- Annual digital survey to solicit feedback from residents
- Denver Fire Department issues and/or challenges

Operator-collected data

- Economic/sales data from participating businesses
- Maintenance and operation incidents (graffiti, crashes, etc.)
- Mobility data

